



CASTON SCHOOL CORPORATION

Position Posting

Administrative Associate – Finance

Submit Materials to:

Dan L. Foster, Superintendent
Caston School Corporation
PO Box 128
Fulton, IN 46931

Application Available at:

www.caston.k12.in.us
Please click on Links/Forms

Reports to: Superintendent

Qualifications: ~Bachelor's degree (desired) with a major in business, accounting, finance, or a related field
~Successful experience working in the areas of budget and finance, preferably in a public school setting
~Ability to establish and maintain positive organizational, public, and educational community relationships

Contract: 12 month position

Compensation: Competitive salary and benefits

Duties:

1. Development and maintenance of corporation budgets
2. Long-range financial goal planning and implementation of strategies
3. Investment of funds
4. Responsible for accounts receivable and accounts payable
5. Supervise bidding and quotation functions
6. Preparation of state and federal reports; e.g. form 9, form 30A, Form 30B, Pupil Enrollment, etc.
7. Maintenance of fixed assets inventory
8. Issues purchase orders after approval of the Superintendent. Follows-up on these orders.
9. Other duties as assigned